

ES&H manual

Environment, Safety, and Health

Volume I

Part 1: Introduction to the ES&H Manual and ES&H Policies

1.2 ES&H Policies of LLNL

Recommended for approval by the Training Program Committee

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New document or new requirements

Approval date: November 17, 1999

Editorial update: April 1, 2001

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Work performed under the auspices of the U.S. Department of Energy by University of California Lawrence Livermore National Laboratory under Contract W-7405-ENG-48

1.2

ES&H Policies of LLNL

Contents

Principal Policies

1.0	Environmental, Safety, and Health Policy	1
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Supporting Policies

2.0	Laboratory ES&H Objectives	1
3.0	Waste Minimization Policy	2
4.0	As Low as Reasonably Achievable Policy	2
5.0	Plant, Facility and Equipment Maintenance Policy	2
6.0	Policy for Decontamination and Decommissioning of Facilities.....	3
7.0	LLNL Training Policy	3
8.0	Quality Assurance Policy	4
9.0	LLNL Metrology / Calibration Policy	4
10.0	Onsite Traffic Safety Policy	4
11.0	LLNL Policy on Public Participation in Environmental, Safety, and Health Issues	6
12.0	Policy on Triennial Review of the ES&H Independent Review System	6

1.2

ES&H Policies of LLNL

1.0 Environmental, Safety, and Health Policy

It is the Laboratory's environment, safety, and health (ES&H) policy to perform work in a manner that protects the health and safety of employees and the public, preserves the quality of the environment, and prevents property damage. The environment, safety, and health are to be priority considerations in the planning and execution of all work activities at the Laboratory. Furthermore, it is the policy of LLNL to comply with applicable ES&H laws, regulations, and requirements.

(This ES&H Policy replaces the previously issued Health and Safety Policy, Environmental Protection Policy, and Laboratory Policy on Environment, Safety, and Health Compliance.)

(Source Document: Administrative Memo, Policy and Procedure, Vol. 26, No. 10, "Environmental, Safety, and Health Policy," November 8, 1996.)

2.0 Laboratory ES&H Objectives

To implement ES&H policies, LLNL has established the following objectives:

- Define ES&H responsibilities for all employees.
- Provide safe workplaces.
- Conduct work in a safe manner.
- Develop and maintain manuals to implement ES&H regulations and DOE objectives.
- Interact with the general public with openness and integrity.
- Maintain effective internal oversight and cooperate with external oversight agencies.
- Hold managers and staff accountable for the implementation of ES&H policies.

The word "safe," as used in these objectives, means environmentally benign and healthy.

(Source Document: Document 2.1, "Laboratory and ES&H Policies, General Worker Responsibilities, and Integrated Safety Management," in the *ES&H Manual*.)

3.0 Waste Minimization Policy

It is important that the Laboratory make a strong commitment to waste minimization--particularly to hazardous and radioactive waste minimization. Our goal is to reduce the Laboratory's hazardous /radioactive waste streams by a major factor in the next three to five years by reducing generation and increasing recycling. We will implement an incentive system where each Laboratory program will pay the costs associated with handling and disposal of its waste. Each program will establish waste minimization goals and develop plans and assign responsibility for achieving these goals. Waste minimization will be incorporated in the design of new projects.

(Source Document: Director's Statement on Waste Minimization, in the Waste Minimization and Pollution Awareness Plan, May 31, 1991.)

(Guidance and Requirements Document: Document 36.1, "Waste Management Requirements," in the *ES&H Manual*.)

Additional Information: Hazardous Waste Management.

4.0 As Low as Reasonably Achievable Policy

It is the policy of LLNL to plan and conduct its radiological activities in a manner that protects the health and safety of all its employees, contractors, the general public, and the environment. In achieving this policy, LLNL shall ensure that efforts are taken to reduce radiological exposures and releases to as low as reasonably achievable, taking into account social, technical, economic, practical, and public policy considerations. LLNL is committed to implementing a high quality radiological control program that reflects this policy.

(Source Document: Document 20.1, "Occupational Radiation Protection," in the *ES&H Manual*.)

5.0 Plant, Facility and Equipment Maintenance Policy

All Laboratory property and equipment will be maintained in a manner which promotes operational effectiveness, personnel health and safety, environmental protection, property protection and cost effectiveness. The Deputy Director is responsible for assuring effective implementation of this policy. Associate Directors are responsible for maintaining real property and equipment assigned to them in accordance with this policy.

(Source Document: Policy and Procedure, Vol. 22, No. 27, "Plant, Facility and Equipment Maintenance Policy," September 14, 1992.)

6.0 Policy for Decontamination and Decommissioning of Facilities

Certain facilities at LLNL are used to conduct operations using radioactive material. It is the policy of LLNL that all facilities, including those containing radioactive material, be managed in a safe manner to assure the protection of employees and the public. Also, federal requirements that exposure levels be kept as low as reasonably achievable (ALARA) are to be met. To this end, Associate Directors who are responsible for such facilities will assure that before terminating facility operations, plans for decontamination, decommissioning, and monitoring are developed. These plans must be developed, concurred with, and implemented by the programmatic users of the facilities. These plans are to be in accordance with Laboratory procedure, based on appropriate DOE Orders, and other Federal and State of California laws and guidelines.

(Source Document: Memorandum from John H. Nuckolls to Associate Directors, April 22, 1992.)

Guidance and Requirements Documents: Documents 12.7, "Shutdown or Transfer of Facilities, Operations or Associated Equipment," and 12.8, "Decontamination and Disposition of Process-Contaminated Facilities and Associated Equipment," in the *ES&H Manual*; Procedure for the Disposition of Space, November 1994.

7.0 LLNL Training Policy

The policy of LLNL for Environment, Safety and Health is to ensure that all personnel have the training required to protect health and to perform their work in a competent and safe, and environmentally sound manner. The training standards will meet or exceed the requirements of DOE, regulatory agencies, and where appropriate, standards established by industry or professional organizations. The Laboratory will provide all training needed to enable its employees to meet those standards, and will document the training records of all its personnel.

(Source Document: Document 40.1, "LLNL Training Program Manual," in the *ES&H Manual*.)

8.0 Quality Assurance Policy

It is the policy of the Laboratory that all programs and line organizations use quality assurance (QA) to assist in providing confidence that objectives will be achieved with due consideration for health, safety, and environmental concerns.

(Guidance and Requirements Document: LLNL Quality Assurance Manual, M-078, Rev. 2.)

Additional Information: Quality Assurance Department.

9.0 LLNL Metrology/Calibration Policy

The Laboratory is responsible for ensuring the accuracy of test and experimental data that are used in reports and publications, specifications, acceptance testing, or in furnishing a product. Such assurance depends, in part, upon reliable calibration procedures for all instruments used for these purposes, especially where the determination or certification of absolute quantities are required. The Associate Directors are responsible for the establishment and oversight of measurement standards and practices within their programs and organizations.

(Source Document: Policy and Procedure, Vol. 22, No. 28, "LLNL Metrology / Calibration Policy," September 14, 1992.)

10.0 Onsite Traffic Safety Policy

All motor vehicles and bicycles must be operated in a safe manner. On the LLNL-Livermore site, the maximum speed is 25 miles per hour unless otherwise posted. At Site 300, the maximum speed is 35 miles per hour unless otherwise posted. Drivers must always operate vehicles at a speed that is reasonable, safe, and proper for the conditions. Speeding, other moving violations, and many parking violations are serious safety concerns. Violators may be cited by members of the Protective Force.

The Protective Force Division (PFD) will cite vehicles and their operators (regardless of employment status) who violate on-site traffic and parking regulations. Non-employees (contractors, vendors, guests, etc.) may have their on-site driving privileges suspended. Laboratory employees who commit violations will be subject to corrective action according to the following plan:

Moving violations will be assigned a minimum of two points. The Traffic Safety Committee may assign more than two points to a moving violation if the violation

caused bodily harm, substantial property damage, involved the use of alcohol or illegal drugs, put lives in danger, or in the opinion of the Traffic Safety Committee warrants treatment of the incident as especially grievous. Parking violations related to safety (blocked roadways, fire lanes, service lanes, bike and pedestrian lanes, posted 'No Parking' areas, red curbs, fire hydrants, etc.), security setbacks, and handicapped marked spaces will be assigned two points. All other minor parking violations will be assigned one point.

- Associate Directors (ADs) will be notified of any and all violations committed by employees in their organizations. At their discretion, ADs may take corrective action beyond the minimum requirements below in accordance with the LLNL Personnel Policies and Procedures Manual, Section E II.
- Violations will be handled as follows:
 - **All violations.** The PFD will issue a written LLNL citation, and the date and location will be noted.
 - **Four or five points within a 12-month period.** The PFD will write a letter to the violator, Staff Relations, and the employee's AD informing them that four or five points have been accumulated. The AD will initiate corrective action. Corrective action must be done in accordance with the LLNL Personnel Policies and Procedures Manual, Section E II. Corrective action will include a written notice that the employee's on-site driving privileges are placed on probation for 12 months and can be suspended if additional points are accrued.
 - **Six or seven points within a 12-month period.** The PFD will write a letter to the violator, Staff Relations, and the person's AD informing them that six or seven points have been accumulated. The AD will initiate action to suspend the person's on-site driving privileges for three months, or more, and to have his or her badge marked accordingly. Suspension of on-site driving privileges must be done in accordance with the LLNL Personnel Policies and Procedures Manual, Section E II. In addition, the person must complete the HS5600 National Safety Council Defensive Driving course to earn reinstatement of on-site driving privileges by the end of the actual suspension period.
 - **Eight or nine points within a 12-month period.** The PFD will write a letter to the violator, Staff Relations, and the person's AD informing them that eight or nine points have been accumulated. The AD will initiate action to suspend the person's on-site driving privileges for 12 months, or more, and to have his or her badge marked accordingly. Suspension of on-site driving privileges or further corrective action, such as suspension, must be done in accordance with the LLNL Personnel Policies and Procedures Manual, Section E II.

- Parking violations and moving violations will be added together according to the points assigned. Corrective action will be based on the total points accumulated in the previous 12 months.
- Persons may appeal the facts of a citation by presenting the facts to a subcommittee of the Traffic Safety Committee. Citation appeals must be filed with the Traffic Safety Committee within 30 days of the citation date. Appeals of driving suspension will be in accordance with the LLNL Personnel Policies and Procedures Manual, Section H (Grievances and Administrative Review).

Minor parking violations that are received before the effective date of the policy will not be counted, nor will moving violations or safety-related parking violations that are more than 12 months old.

(Source Document: Policy and Procedure, Vol. 23, No. 03, "New On-Site Traffic Safety Policy," February 22, 1993.)

11.0 LLNL Policy on Public Participation in Environmental, Safety, and Health Issues

The Laboratory will encourage participation by the public on matters related to environmental protection and health and safety issues of relevance to the community. Surveys, community meetings, and other means will be used to assess public interest and concerns. The Laboratory will encourage public participation by initiating communications and providing opportunities for citizens to input to the decision-making process on matters of significant public interest and by providing access to information on its environmental, safety, and health activities.

(Source Document: Unnumbered document, dated 1/28/94, signed by John H. Nuckolls, Director.)

12.0 Policy on Triennial Review of the ES&H Independent Review System

Every three years, the Director's Office conducts a Triennial Review of the ES&H internal review system; i.e., the self-assessment program.

(Source Document: UCRL-AR-119618, Rev. 1, pp. 5–6.)